

Guidance Counselor Job Description

The Guidance Counselor is responsible to provide the district's guidance and counseling program for students in grades K-12 and to collaborate with administrators, teachers, paraprofessionals, parents, students and community resource persons to enhance the students' educational, career, personal, and social development. Specific duties include:

- Assist students in making educational, occupational, and lifespan plans that hold promise for their personal fulfillment as they mature to become responsible citizens.
- Help students overcome social, emotional, and personal problems that impede learning or social development
- Work with students on an individual basis in the solution of personal problems related to home and family relations, health, adult and peer relations, and social and emotional adjustment.
- Counsel students to increase personal growth, self-understanding, and maturity.
- Help students achieve academic success.
- Advise administrators and faculty on matters placing the students at-risk of failure in academic programs, extracurricular programs, or completion of high school.
- Help students evaluate career interests and choices.
- Communicate with administrators, staff, parents, and students.
- Conduct regularly scheduled classroom guidance activities in the elementary classroom.
- Implement guidance program goals.
- Conduct research and evaluation studies to improve the effectiveness of the guidance program.
- Focus on the personal qualities of cooperation, self-control, respect, responsibility, and behaving in a manner that exhibits safety.
- Focus on prevention of problems.
- Conducts structured goal-oriented counseling sessions to individuals in response to needs identified by a team of knowledgeable professionals including the student's parents or guardians. (Needs shall include: self-concept/worth, getting along with others, school attendance, academic achievement deficiencies, prevention of substance abuse, behavioral problems, child abuse, suicide threats and attempts, sexuality issues, death and dying, and home situations.)
- Work with students to discover and develop special abilities of students.
- Guide students in their participation in school and community activities.
- Assist families with school-related problems.
- Participate in student staffing meetings, Teacher Assistance Team (TAT) and IEP meetings when deemed appropriate.
- Promote positive attitudes towards school and community.
- Assist students in course selection to meet post-secondary education goals or workplace goals.
- Assist students in evaluating their aptitudes and abilities through the interpretation of individualized standardized test scores and other forms of assessment.
- Work with students in evolving educational and occupational plans.
- Work to prevent students from dropping out of school.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Plan guidance field trips to schools, colleges, and industry for interested students.
- Inform parents, administration, staff and qualifying students of state and national recognition opportunities including, but not limited to the National Merit exam.
- Provide students and parents with information regarding scholarships and testing opportunities including, but not limited to, ACT, SAT, and PSAT exams.

- Supervise the preparation and processing of college, scholarship, and employment applications.
- Hold financial information meetings for parents to attend.
- Participate in student orientation meetings, parent-teacher conferences, and related meetings to provide informational services to parents and students.
- Make recommendations to colleges for admissions and scholarships.
- Provide student information to colleges and potential employers according to the provisions of board policy on work placement programs and in compliance with FERPA or student records confidentiality.
- Keep the public informed of guidance activities and program.
- Take an active roll in communicating the district's student learning goals to students, parents, and the community at large.
- Take an active roll in conducting conferences with administrators, teachers, and parents.
- Work with administrators, staff members, and parents while implementing the guidance program throughout the district.
- Oversee and monitor the districts character education initiatives.
- Substitute for administration in their absence.

Revised by the Farragut Board of Directors June 14, 2004